



MINUTES OXFORD CIVIL RIGHTS COMMISSION

Municipal Building 15 South College Ave. Oxford, Ohio 45056 Second Floor Conference Room

THURSDAY, SEPTEMBER 11, 2025 AT 4:00 PM

Approval of Agenda

Members Present: Wyatt Holmes, Rebecca Howard, Suzanne Zazycki, and Roxanne Ornelas.

Staff Members Present: Mr. Douglas R. Elliott, Jr., City Manager/Director; Ms. Jessica Greene, Assistant City Manager; and Heather Barbour, Clerk of Council

Public Present: Reporter from the Oxford Free Press

A regular meeting of the Civil Rights Commission was called to order by the Director, Douglas Elliott, on Thursday, September 11, 2025, at 4:02 pm.

Motion – To Approve the Agenda
(Voice Vote) 1st Ms. Howard 2nd Ms. Ornelas
AYE # 4
NAY # 0
ABS # 0

Introduction of New Members

Mr. Elliott welcomed new members Ms. Roaxanne Ornelas and Mr. Wyatt Holmes and began with a round of introductions.

Approval of Minutes

1. Minutes from the March 14, 2024, Civil Rights Commission Meeting

Motion – To Approve the minutes of the March 14, 2024, meeting
(Voice Vote) 1st Mr. Holmes 2nd Ms. Zazycki
AYE # 4
NAY # 0
ABS # 0

2. Meeting Summary from the August 15, 2024, Civil Rights Commission Meeting

Old Business

1. Role of the Civil Rights Commission

Mr. Elliott briefly went over the history of the commission and the complaints received in the past 18 years. Mr. Elliott asked the commission to review the documents starting on page 9 of the packet. Ms. Zazycki brought up section (b) on page 10 of the packet, and suggested adding how to connect someone who needs help with groups that have real authority. Ms. Ornelas suggested considering a name change for the Civil Rights Advisory Board and updating the website to include organizations like homecincy and others. Ms. Zazycki noted that if the commission's role becomes more advisory, they would be able to look for organizations with authority to help people. The commission would like to invite homecincy or another organization to give a presentation at the next meeting, if possible. Item (g) on page 10 of the packet was discussed. The commission would still like to review the cases. Mr. Elliott asked the commission to think about the changes they would like to make and review them at the next meeting.

New Business

1. Title VI Plan Discussion

Ms. Greene gave a brief history of the City's Title VI Plan beginning on page 18 of the packet. Ms. Greene explained the importance of the Title VI Plan and federally funded grants. The commission discussed verbiage changes on page 25, section (b). Ms. Greene asked the commission to review item (f) on page 26 of the packet. Ms. Greene explained that the CRC could be the client for a Miami class project. The class would conduct an ADA assessment of the City's buildings and website. Ms. Greene mentioned the Courthouse study, which is expected to take place in 2026. Ms. Howard asked if the CRC Complaint Forms could be made into an online form, not a PDF, and added to the website. It was also requested that a mail-in option be added to the complaint form process. The commission was proud to have expanded the protected classes included in the Title VI Plan.

After the discussion, the following motion was made:

Motion – To conduct a self-evaluation and transition plan every 3 years to assess existing facilities, programs, and services for compliance with accessibility standards. The self-evaluation will identify barriers to access, and the transition plan will outline necessary modifications, timeline, and responsible parties to ensure full compliance with the ADA/504 regulations, promoting an inclusive and equitable environment for all individuals.

(Voice Vote) 1st Ms. Ornelas 2nd Mr. Holmes

AYE # 4

NAY # 0

ABS # 0

Adjournment

Motion – To Adjourn at 4:43 pm.
(Voice Vote) 1st Ms. Zazycki 2nd Ms. Ornelas
AYE # 4
NAY # 0
ABS # 0

The next meeting will be held on Thursday, December 11, 2025, at 4:00 pm at the Municipal Building.